NJ SMART Timeline – August 2016

DATE	EVENT
Monday, August 8, 2016	Open: SID and SMID Management for the 2016-2017 SY
Monday, August 8, 2016	Open: State and Special Education LDM for 2016-2017 SY
Monday, August 8, 2016	Open: Staff Submission Practice Period
Wednesday, August 31, 2016	Snapshot: Cohort 2016 Graduates/SID Management

August Action Items

Task	Recommended Completion Date	
Download and review the Staff Submission Data Handbook	August 8, 2016	☐ Completed
Attend a Staff Submission Webinar for 2016-2017 School Year updates	August 16, 2016	☐ Completed
View the Staff Submission prior to uploading to make sure it contains all active staff members	August 22, 2016	☐ Completed
Complete practice upload to the Staff Submission	August 23, 2016	☐ Completed

For dates and times of NJ SMART Webinars visit http://www.nj.gov/education/njsmart/training

NJ SMART Timeline – September 2016

DATE	EVENT
Monday, September 19, 2016	Open: Graduation Appeals

September Action Items

Task	Recommended Completion Date	
Attend a Staff Submission Webinar if additional training is needed	September 8, 2016	☐ Completed
Add any new staff who have started since the Full File upload for the new school year	September 30, 2016	☐ Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	September 30, 2016	☐ Completed
Remove staff who did not start for the 2016-2017 school year	September 30, 2016	☐ Completed

For dates and times of NJ SMART Webinars visit http://www.nj.gov/education/njsmart/training

NJ SMART Timeline – October 2016

DATE	EVENT
Friday, October 7, 2016	Deadline: Graduation Appeals
Friday, October 14, 2016	Snapshot: SID and SMID Management
Friday, October 14, 2016	Close: LDM State, Special Education and Practice Staff Submissions
Wednesday, October 19, 2016	Open: SID/SMID Management
Wednesday, October 19, 2016	Open: Official State, Special Education, Staff and State Assessment Registration Submissions

October Action Items

Task	Recommended Completion Date	
Export corrected data from Staff as practice data will be erased on October 14, 2016	October 11, 2016	☐ Completed
Upload Official Data to the Staff Submission	October 24, 2016	☐ Completed
Resolve any records in Error or Out of Sync	October 24, 2016	☐ Completed
Attend a Staff Submission Webinar for further training	October 24, 2016	☐ Completed

For dates and times of NJ SMART Webinars visit http://www.nj.gov/education/njsmart/training

NJ SMART Timeline – November 2016

DATE	EVENT
Monday, November 21, 2016	Deadline: Official Staff, State, Special Education and State Assessment Registration Submissions Submissions
Wednesday, November 23, 2016	Open: LDM State and Special Education Submissions

November Action Items

Task	Recommended Completion Date	
Upload official data if not completed in October	November 4, 2016	☐ Completed
Resolve any record in Error or Out of Sync	November 10, 2016	☐ Completed
Make sure all data is accurate and released by the November 21, 2016 5:00 PM Deadline	November 18, 2016	☐ Completed

*There is only one Staff Submission collected per year. After the November 21, 2016 deadline the Staff Submission will close for the remainder of the 2016-2017 School Year and will not open again until the 2017-2018 School Year.

For dates and times of NJ SMART Webinars visit http://www.nj.gov/education/njsmart/training